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| **अखिल भारतीय वाक्‍-श्रवण संस्थान - 06**  **ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE-06**  **संप्रेषन न्यूनता व्यक्तियों के लिए टेली केंद्र**  **TELE-CENTER FOR PERSONS WITH COMMUNICATION DISORDERS** |

SH/TCPD/Monthly report/2019-20 दिनांक/ Date: 03.04.2020

निदेशक को प्रसतुत/ Submitted to the Director:

संप्रेषणन्यूनता व्यक्तियों के लिए टेली केन्द्र की 01.03.2020 – 31.03.2020 अवधि का मासिक रिपोर्ट को आपके अवलोकन एवं आवश्यक कार्रवाई के लिए प्रस्तुत किया जा रहा है। रिपोर्ट को [director@aiishmysore.in](mailto:director@aiishmysore.in) एवं [monthlyreports@aiishmysore.in](mailto:monthlyreports@aiishmysore.in) पर भेजा गया है।

The monthly report of the Tele-center for Persons with Communication Disorders covering the period from 01.03.2020 – 31.03.2020 is hereby submitted for your kind perusal and needful. The report is being sent to [director@aiishmysore.in](mailto:director@aiishmysore.in) and [monthlyreports@aiishmysore.in](mailto:monthlyreports@aiishmysore.in).

Dr. Jayashree C Shanbal / डॉ। जयश्री सी शानबाल

Head -TCPD / केंद्र के मुख्यस्थ - टी सी पी डी

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| **Monthly Reports of the staff** | | | | | | |
| **Dr. Yashaswini R, Clinical Supervisor** | | | | | | |
| Tele-Assessment - VC | 00 | | 00 | | | |
| Tele-Intervention - VC | 00 | | 00 | | | |
| Tele-Assessment | - | | - | | | |
| Tele-Intervention | 01 | | 04 | | | |
| E-mails Queries | - | |  | | | |
| Counselling for enrolment at TCPD (telephone enquiries) | 01 | | | | | |
| Telephone | - | | | | | |
| Assistance for Administrative Activities | Clinical   * Session supervision for Mr. Keshav, client handled by Ms. Kavya on 12.3.2020.   Academic   * Discussion with Ms. Malavi and Ms. Kavya regarding changes that needed to be made in the student training formats as per the instructions of Head-TCPD. To remove the activity of article presentation and marks allotted for the same in all formats.   Research   * Working on a research article on telepractice (title not yet decided)   Public Education   * Discussed with Ms.Pratyasha regarding the AVs of KV project and explained the procedure to edit the AVs. * Retrieved the handing over of the batch 2017-18 and saved it in the external hard disc. Retrieved the work submitted on KV project. * Meeting with Head-TCPD on KV project work on 13.3.2020. I was instructed to change the watermark on the slides and the copyright year. After this, the slides have to be synchronized with the voice over using Corel video studio software. * Editing the slides for “S**creening and Classroom Management of Biliteracy Skills”** * Prepared 10 tag lines for Autism awareness month and submitted to Head-TCPD on 16.3.2020. discussed with Ms. Dafiyah regarding the pending work for Autism awareness month, placed work order for logo designing to DMD. * Retrieved Tinnitus app CD cover and brochure and placed work order for the same. Made copy of the app. * Working on script writing for Autism with Ms. Malavi in Kannada.   Infrastructure   * Enquired with Electronics dept. regarding C-drive repair. * Received the external hard disc without repair * Sent a CPU for repair to the Electronics Dept. on 12.3.2020 * Got the name board for Head-TCPD fixed in the office room. Bill settlement for the same was done. * Returned the laptop borrowed from SLS on 16.3.2020. * The system that I used broke down, trouble shooting for and fixing the same on 16.3.2020. * Monitoring the fixing of waiting chairs indented from TCPD on 16th and 17th March, 2020. Bill certification, entry in the stock register of TCPD for the same.   Administrative  *ISO Related*   * ISO internal audit was carried out on 4.3.2020 by Mr. Bharath, Stores section at 4:00 to 5:30 pm. The suggestions and comments were noted. * Meeting with Head-TCPD on process manual modification on 5.3.2020. * ISO process manual modification initiated based on the Internal audit report and instructions of Head-TCPD, first draft of the same mailed to Head-TCPD on 23.03.2020   [*www.aiishtcphelpline.in*](http://www.aiishtcphelpline.in) *related*   * Discussed with Mr. Keshav Belagod regarding the issues related to the website purchase order (over telephone) and conveyed the same to Head-TCPD on 10.3.2020. * Drafted letters to Purchase section on the AMC to Swift Solutions for the year 2019-20 with e-mail attachments that were communicated to TCPD and processed the letters. * Contacted Accounts section to enquire about the PO for MS swift solution for the years 2018-19.   *Electronics Dept.*   * Drafted letters requesting weekly deputation of staff from Electronics for maintenance of systems and other electronic equipment in TCPD and mailed to Head-TCPD * Drafted letters requesting server space to save official data of TCPD to HoD Electronics and mailed to Head- TCPD.   Others   * Prepared and submitted the report on immovable property to PL section on 5.3.2020 * Half day CL on 9.3.2020 * Visit to University of Mysore to enquire about the convocation dates, fees and procedure. * Work From Home (24.3.2020) | | | | | |
| Tele-Assessment – VC | 00 | | | | | |
| **Ms. Kavya S Murthy, Audiolgist Gr. 1** | | | | | | |
| Tele-Assessment - VC | - | | - | | | |
| Tele-Intervention - VC | - | | - | | | |
| Tele-Assessment | 2 | | 3 | | | |
| Tele-Intervention | 8 | | 42 | | | |
| Activities carried out |  | | | | | |
| Clinical | * Preparation of Power Point Presentation and material for Clients. * Review and updating of clinical materials available at the department. * Observed videos of few clients availing services from TCPD * Carried out tele assessment and tele intervention for the allotted cases. * Counseling cases who enroll to TCPD. * Updated the Clinical monthly back up in the hard drive. | | | | | |
| Academic | * Attended article presentation done by students posted in TCPD. * Attended Clinical and Journal conference. * Attended PhD VIVA 07.02.2020 * Student training- Oriented II MSc Audiology students regarding TCPD. * Evaluated and maintained attendance, module, article list for Audiology Masters students. * Updated the Audiology student Articles in Mendeley Software. * Attended article presentation done by students posted in TCPD. * Compiled C1 marks for the II MSc Audiology Students posted in TCPD. | | | | | |
| Research | - | | | | | |
| Public Education | - | | | | | |
| Infrastructure | - | | | | | |
| **Ms. Prathyasha J, SLP Gr. 1** | | | | | | |
| Tele-Assessment - VC | - | | | | - | |
| Tele-Intervention - VC | - | | | | - | |
| Tele-Assessment | 1 | | | | 2 | |
| Tele-Intervention | 9 | | | | 51 | |
| Activities carried out |  | | | | | |
| Clinical | * Preparation of Power Point Presentation and material for Clients. * Review and updating of clinical materials available at the department. * Carried out tele assessment and tele intervention for the allotted cases. * Counselling cases (Hindi) wishing to enrol at TCPD. * Preparation of templates for tele-rehabilitation of Persons with Learning Disability | | | | | |
| Academic | * Attended article presentation done by students posted in TCPD. | | | | | |
| Research | - | | | | | |
| Public Education | * Participated in walkathon organised by Department of POCD on 3.3.2020 (World Hearing Day). * Wrote public education article for Autism Awareness Month in English and Hindi * Worked on AIR article for Autism Awareness Day. * Worked on organising tele-orientation participants for Autism Awareness Month | | | | | |
| **Ms. Malavi Srikar, SLP Gr. 1** | | | | | | |
| Tele-Assessment - VC | - | | | - | | |
| Tele-Intervention - VC | - | | | - | | |
| Tele-Assessment | 1 | | | 1 | | |
| Tele-Intervention | 10 | | | 52 | | |
| Activities carried out |  | | |  | | |
| Clinical | * Preparation of Power Point Presentation and material for Clients * Review and updating of clinical materials available at the center * Counseling cases wishing to enroll at TCPD | | | | | |
| Academic | * Student training- Oriented students regarding TCPD and trained them for tele-sessions | | | | | |
| Research | - | | | | | |
| Public Education | * Wrote an Article (Kannada)to spread awareness about ASD * Worked on a script for an AIR Feature tospread awareness about ASD for World Autism Awareness Month * Contacted Participants for tele-orientation with regard to World Autism Awareness Month | | | | | |
| Infrastructure | - | | | | | |
| Administrative | * Attended meeting by Head-TCPD with staff TCPD on 05.03.2020, regarding ISO audit * Attended tele-meeting by Head-TCPD with staff TCPD on 26.03.2020, regarding World Autism Awareness Month * Compiled cases to be assigned and case reports * Assigned cases and updated clinical schedule/Labels * E-mailed all the cases allotted regarding the commencement of therapy sessions * Updated cases in the Skype therapy register * E-mailed consent and undertaking forms to clients | | | | | |
| **Ms. Shalini M, SLP Gr. 1** | | | | | | |
| Tele-Assessment - VC | - | - | | | | |
| Tele-Intervention - VC | - | - | | | | |
| Tele-Assessment | - | - | | | | |
| Tele-Intervention | 9 | 73 | | | | |
| Activities carried out |  | | | | | |
| Clinical | * Carried out Tele-assessment and Tele- intervention for the allotted clients * Preparation of Power Point Presentation and digital materials * for the Clients * Counselling of the clients for the Tele-rehabilitation services | | | | | |
| Academic | * Oriented students about the objectives of TCPD and also regarding the Tele-rehabilitation * Trained students to take up the Tele-rehabilitation sessions | | | | | |
| Research | - | | | | | |
| Public Education | * Attended Meetings with Head, TCPD for the preparation regarding the Tele-orientation on ASD and other communication disorders * Contacted various individuals for the participation in the Tele-orientation * Prepared and modified the slides for Tele-orientation * Prepared and modified the Pre- Post questionnaire and feedback form for the Tele-orientation * Compiled the list of target population for Tele-orientation. * Prepared the orientation letters for lighting up blue of the Central Government Institutes. * Compiled the contact details of the various Central Government Institutes and Offices in Mysuru. | | | | | |
| Infrastructure | - | | | | | |
| **Ms. Thanuja D, SLP Gr. 1** | | | | | | |
| Tele-Assessment – VC | - | | | | | - |
| Tele-Intervention – VC | - | | | | | - |
| Tele-Assessment | 3 | | | | | 6 |
| Tele-Intervention | 10 | | | | | 51 |
| Activities carried out |  | | | | | |
| Clinical | * Preparation of Power Point Presentation and material for Clients * Counseling cases who enroll to TCPD | | | | | |
| Academic | * Student training- Oriented students regarding TCPD and trained them for tele sessions. | | | | | |
| Research | - | | | | | |
| Public Education | * Arrangements for Tele-Orientation and Autism Awareness Month * Assisted in the preparation of Google forms for the Tele-Orientation and Pre and Post Questionnaires for the same * Contacted with the clients for the Tele-Orientation program * Preparation of the list of target population for the Tele-Orientation | | | | | |
| Infrastructure | - | | | | | |
| Administrative | * Attended meeting by Head-TCPD with staff TCPD on 03.03.2020, 04.03.2020, 05.03.2020 and 23.03.2020 * Assembled the required documentations for ISO Internal Audit (March) 2020 * Compiled cases to be assigned and case reports * Assigned cases and updated clinical schedule * Mailed all the cases allotted regarding the commencement of therapy sessions * Updated Counseling register and referral register * Updated cases in the Skype therapy register * Mailed consent and undertaking forms to clients * Assisted in the preparation of Minutes of Meeting for the meeting held by Head-TCPD on 27.03.2020 with Ms Shalini M * Preparation of powerpoint templates for Voice Disorders- In progress | | | | | |
| Any other | - | | | | | |

**Ms. Nithyashree R., Junior Technical Writer**

|  |  |
| --- | --- |
| **Nature of Service** | **Work done** |
| Content Dev/ modifications / Translation with typing | * Development of content for an Article on Autism awareness in Kannada with Ms. Malavi, SLP * Audio Script for AIR on Autism Awareness in Kannada with Ms. Malavi, SLP – ongoing |
| Assistance for Administrative Activities |  |
| Any other | Assistance in proof reading and editing of the translated content of TCPD website material |

1. **ACADEMIC AND ADMINISTRATION ACTIVITIES**
2. Short-term Training Programs:- Nil
3. Clinical Observation Posting of Students from other Institutes: Nil
4. Virtual Seminars/Conferences/Workshops/ Staff enrichment program - Nil
5. Additional Academic Services rendered by the Faculty and Staff-:
6. Student training at TCPD
   * M.Sc. (SLP)- 04
   * M.Sc. (AUD)– 01
7. Curriculum Development: NIL
8. Service in Academic bodies of other Organizations: NIL
9. Books/Book Chapters/ Other Resource Materials prepared: NIL
10. Any Other:

* ISO Internal Audit for TCPD on 04.03.2020
* Meeting conducted for staff by Head-TCPD about ISO on 05.03.2020.
* Meeting conducted for staff by Head-TCPD about Autism Awareness Day through conference Phone call on 26.03.2020.

**II. RESEARCH ACTIVITIES**

1. Research Projects: Non Funded - TCPD- Kendriya Vidyalaya Collaborative Project
2. Completed Research Projects: Nil
3. Projects with Extramural Funding: “Improving Diagnosis and access to health care services for persons with Dementia using android base applications by community health workers” – Dr. S P Goswami
4. Ongoing Research Projects: NIL
5. Research Papers presented at National/International Conferences/ Seminars (in APA format)
6. Research Papers Published

* Papers published in National /International Journals : NIL
* Papers published in Conference/Seminar Proceeding: NIL
* Research Papers in press: NIL
* Books published (in APA format):NIL
* Book chapters published (in APA format) NIL
* Books in press: NIL
* Books/Manuals/Seminar Proceedings edited- NIL
* Journal Editorship- NIL
* Scholarly Reviewing Activities- NIL
* Ongoing Research: NIL

**III. Development of Resource Materials**

1. Publicity and Information: NIL
2. Camps: NIL
3. Orientation Program: NIL
4. Public Lecture Series: NIL
5. Media publications:NIL

**IV. AWARDS AND HONORS RECEIVED BY FACULTY AND STAFF: NIL**

**V**. **Clinical Services**

**Out-reach Clinical/rehabilitation/Special educational activities through tele-practice**

**Tele- Diagnosis & Rehabilitation:**

1. **Statistics of clinical work for Tele-assessment (Sessions):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SI. No.** | **Supervisor** | **Lang** | **Voice** | **Articulation** | **Fluency** | **Resonance** | **Total** |
|  | Dr.Jayashree C.Shanbal  (cases reviewed) | 06 | - | - | - | - | 06 |
|  | Dr. Yashaswini R | 04 | - | - | - | - | **04** |
|  | Ms. Thanuja D | 04 | - | - | - | 02 | **06** |
|  | Ms. Malavi Srikar | - | - | 01 | - | - | **01** |
|  | Ms. Shalini M | - | - | - | - | - | **-** |
|  | Ms. Pratyasha J | 02 | - | - | - | - | **02** |
|  | Ms. Kavya S Murthy | 02 | - | - | - | - | **02** |
| **Total** | | **12** | **-** | **01** | **-** | **02** | **15** |

1. **Statistics of clinical work for Tele-Intervention:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SI. No.** | **Supervisor** | **Lang** | **Voice** | **Articulation** | **Fluency** | **Resonance** | **Total** |
|  | Dr.Jayashree C.Shanbal  (cases reviewed) | 120 | - | - | - | - | **120** |
|  | Dr. Yashaswini R | - | - | - | - | - | - |
|  | Ms. Thanuja D | 37 | - | 09 | - | 05 | 51 |
|  | Ms. Malavi Srikar | 46 |  | 05 | 02 | - | 53 |
|  | Ms. Shalini M | 41 | 03 | 29 | - | - | 73 |
|  | Ms. Pratyasha J | 49 | - | - | - | - | 49 |
|  | Ms. Kavya S Murthy | 44 | - | - | - | - | 44 |
| **Total** | | **217** | **03** | **43** | **02** | **05** | **270** |

**Statistics of Tele-services:**

|  |  |
| --- | --- |
| **Details** | **Total** |
| 1. No. of cases evaluated | 7 |
| 1. No. of assessment sessions | 12 |
| 1. No. of therapy cases | 45 |
| 1. No. of therapy sessions | 270 |
| 1. No. of cases discharged | 0 |
| 1. No. of cases discontinued | 0 |
| 1. No. of Hindi cases | 12 |

**Total no. of casess/Sessions for tele-rehabilitation across the globe in January, 2020**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **Name of the Country** | **No. of Cases** | **No. of Sessions** | | India | 34 | 197 | | Qatar | 4 | 22 | | UK | 2 | 18 | | USA | 1 | 05 | | Malaysia | 1 | 04 | | Australia | 2 | 10 | | Japan | 1 | 03 | | **Grand Total** | **45** | **259** | |
| **Total no. of casess/Sessions for tele-rehabilitation across the India in January, 2020**   |  |  |  | | --- | --- | --- | | **States of India** | **No. of Cases** | **No. of Sessions** | | Karnataka | 14 | 89 | | Assam | 03 | 11 | | Madhya Pradesh | 01 | 09 | | Uttar Pradesh | 01 | 08 | | West Bengal | 02 | 13 | | Maharashtra | 01 | 08 | | Tamilnadu | 02 | 08 | | Rajasthan | 02 | 08 | | Haryana | 01 | 04 | | Chhattisgarh | 01 | 10 | | Kerala | 01 | 03 | | Jharkhand | 02 | 11 | | New Delhi | 03 | 15 | | **GRAND TOTAL** | **34** | **197** | |

**C) Feedback on connectivity**

|  |  |  |
| --- | --- | --- |
| **Sl No** | **Connectivity** | **No. of sessions** |
| 1 | Poor Connectivity | 09 |
| 2 | Good Connectivity | 167 |

**VI. Technological Consultancy Services: Nil**

**VII EXTRA Curricular Activities: Nil**

**VIII. Eminent VISITORS: NIL**

**IX. STAFF RELATED:**

**X. Any Other:**

**TCPD website:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Webiste** | **Hits of previous month** | **Number of Hits** | **Enquiries** |
| [www.aiishtcpd.com](http://www.aiishtcpd.com) | 8350 | 8356 | Nil |
| www.aiishtcpdhelpline.in | 27928 | 28366 | Nil |

Dr. Jayashree C Shanbal / डॉ। जयश्री सी शानबाल

Head -TCPD /केंद्रकेमुख्यस्थ- टीसीपीडी